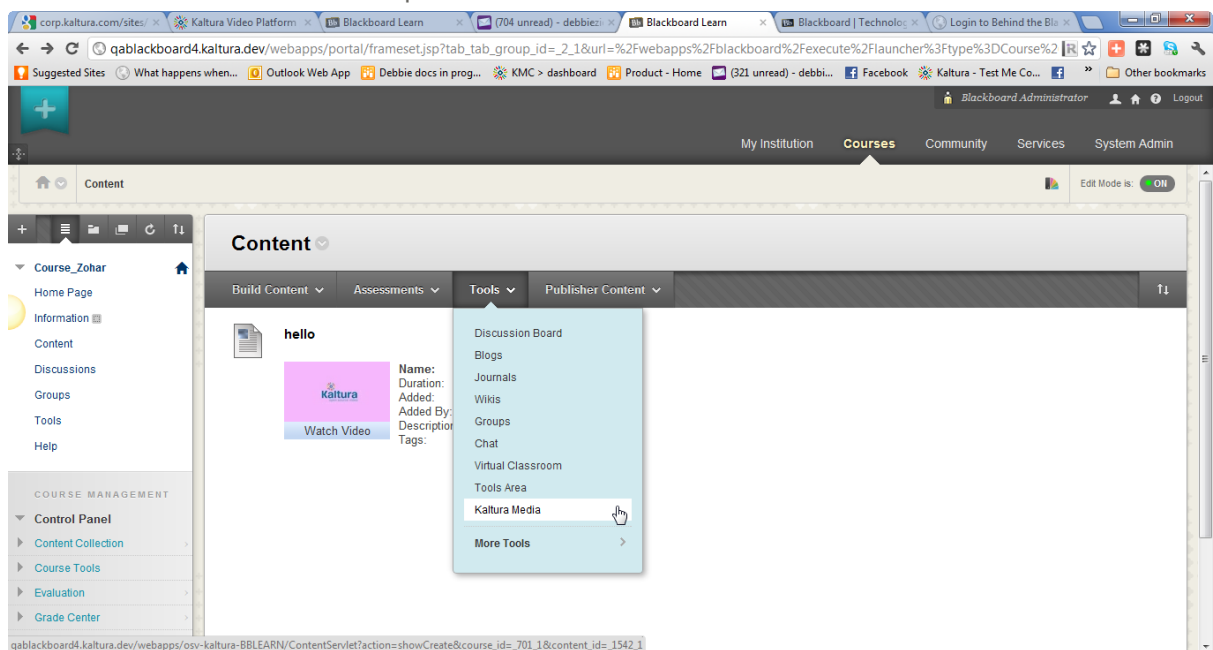


# Adding Media Content to a Course

## To add media content to a course

1. Go to Courses> Content> Tools.
2. Select Kaltura Media from the dropdown menu.



The Add Media Content window is displayed.

## Adding Media Content to a Course

[illegible]

3. Enter a Name. You can add text to describe the content.

## 2. Add Media

Click 'Add Media' to upload a video, record from webcam or select content from 'My Media'.

[Add Media](#)

4. Click “Add Media”.

The Kaltura Uploader is launched allowing you to upload a video, record from webcam or select from previously uploaded content (“My Content”).

Upload

My Content

Webcam

Video

Upload video

Browse

(You can select one file)

[Back](#)

Upload!

## Adding Media Content to a Course

5. Follow the wizard steps to add the media.
6. After adding the media, it will be represented in the WYSIWYG editor as a thumbnail taken from the video/media file.
7. You may choose to add the media to the [Course Gallery](#) and select other options from the Options section.

**3. Options**

Add to Course Gallery

Selecting yes allows media to be visible from the Course Gallery where students can view it alongside other videos and optionally obtain HTML code to embed it within other web materials.

☐ Yes ☒ No



Permit Users to View the Content Item

☒ Yes ☐ No



Track Number of Views

☐ Yes ☒ No

Select Date and Time Restrictions

☐ Display After    

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

☐ Display Before    

Enter dates as mm/dd/yyyy. Time may be entered in any increment.

8. Click Submit to add the media content to the content list and to the course gallery if selected.

# Repurposing Media in other Tools and Content Areas via the Mashup Tool

Users can add media to various resources using Blackboard's Mashup Tool that is available via the text editor. Users can use the Mashup Tool in different resources according to their role in the course.

For example, instructors can repurpose media via the Mashup Tool in:

- Announcements
- Assignments
- Content Item
- Discussion Board
- Glossary
- Messages
- Tasks

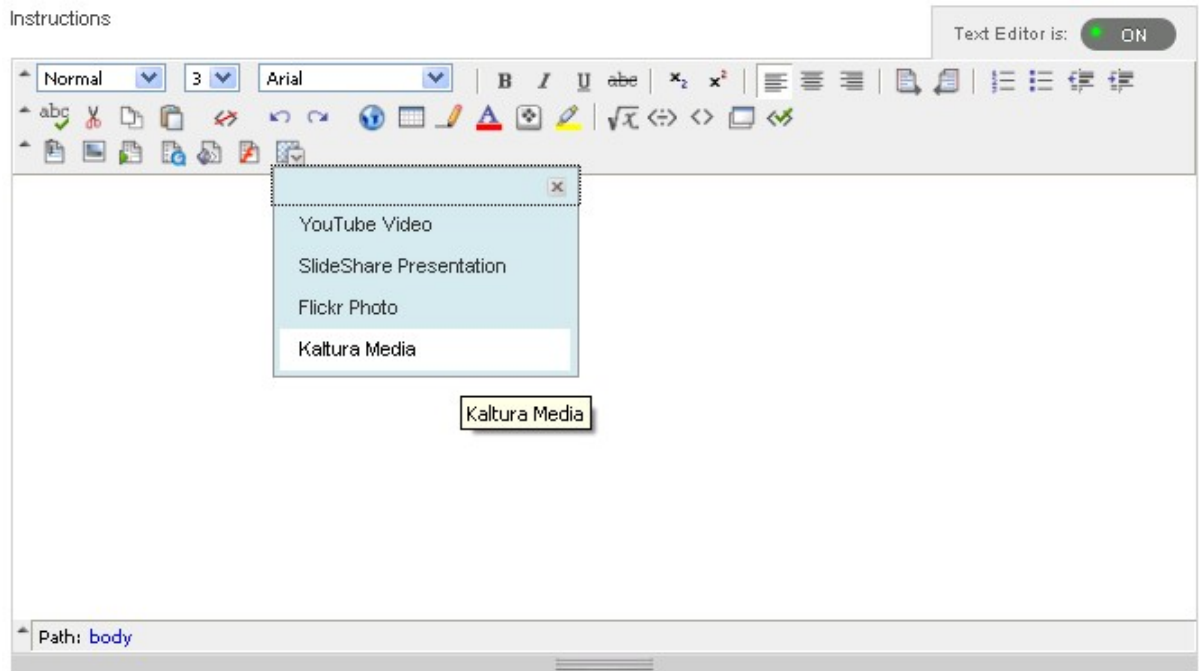
Students, for example can repurpose media via the Mashup Tool in:

- Discussion board
- Messages
- Tasks
- Assignments submission

## To repurpose media via the Mashup Tool

1. Select the Add Mashup icon in the WYSIWYG editor.  
The options available depend on the institution's configuration.

## Repurposing Media in other Tools and Content Areas via the Mashup Tool



2. Select Kaltura Media from the dropdown menu.

The Search for a Kaltura Media window is displayed where you can browse, search, preview and select media.



**NOTE:** Available media includes all the media 'owned' by you, as it appears in My Media. Faculty members also have media from the Faculty Repository (if enabled) available.

## Repurposing Media in other Tools and Content Areas via the Mashup Tool

### Search for a Kaltura Media

*The search returns results from My Media or the Faculty Repository*

Filter

My Media

Search

All metadata

Go

Refresh


Clear Filter

Save Search

Sort: Newest First

<< < 1-6 of 6 > >>


List View



Logo Pink  
18 Jun 2012 08:34 AM  
Added by: Teacher Teacher  
Description: Kaltura logo in a pink background

00:00:04


Preview Select



Logo White  
18 Jun 2012 08:34 AM  
Added by: Teacher Teacher  
Description: Kaltura logo in a white background

00:00:04


Preview Select



Logo Lime  
18 Jun 2012 08:34 AM  
Added by: Teacher Teacher  
Description: Kaltura logo in a lime background

00:00:04

Preview Select



Logo Cyan  
18 Jun 2012 08:34 AM  
Added by: Teacher Teacher  
Description: Kaltura logo in a cyan background

00:00:04

Preview Select

3. Browse or search for the media you want to repurpose.
  4. Click Preview to preview the media item.
  5. Click Select to select the media to repurpose.
- The Create Mashup Item window is displayed.


**Create Mashup item**

Cancel

Submit

---

**1. Add Kaltura Media content to Course**

  
00:00:04  

Preview

Name: Logo Cyan

Added: 18 Jun 2012 08:34 AM

Added By: Teacher Teacher

Description: Kaltura logo in a cyan background

Tags: logo, kaltura

---

**2. Mashup Options**

Show media information ☒ Yes ☐ No  
Show media information displays duration of the media, name of creator and the date it was added.

Show media description and tags ☒ Yes ☐ No  
Show media information displays the description and the tags of the media.

---

**Submit**

*Click Submit to proceed. Click Cancel to quit.*

Back

Cancel

Submit

6. Select the MashUp Options for displaying the media.

- a. Show media information
- b. Show media description and tags

7. Click Submit to proceed.

The media will be represented in the text editor as a thumbnail. Text can be added before and after the media.

# Course Gallery

The course gallery is a **searchable** and **sortable** display of all media content assigned to a course, and allows users to **add new media (upload or record from webcam)**.

Faculty and admins also have the option to:

- **Make this item public in gallery:** Display or hide the media to all course members (by default, media is hidden to course members and only faculty and content creators see the media in the gallery)

If the video is public:

- **Add to Gallery Module** – these selected videos appear in the course gallery module that can be added to the course home page.
- **Display embed code** - Allows users to copy embed codes of videos and paste them elsewhere

Other actions available to faculty/admin and content creators are:

- Remove from gallery
- Delete media (if viewer is the content owner)
- Edit metadata (Title, Tags, Description)
- Create clip (if enabled and if the viewer is the content owner, or the configuration and the owner allowed it).

Students can:


- View public media
- Create clip (if enabled and if the viewer is the content owner, or the configuration and the owner allowed it).

## To view a Course Gallery

1. Select the Courses tab and select a course.
2. Select Course Tools and then select Course Gallery.



## Course Gallery







### Course Gallery

The Course Gallery allows course members to browse, add, search and share videos. Students' videos will be displayed to all pending teacher approval. To assign previously uploaded media to the gallery, go to [My Media](#).


**Add Media**

Search Media  Title  Contains    [Refresh](#)

Sort:   << < 1-4 of 4 > >> [ListView](#)

	<a href="#">Kaltura Logo Cyan</a> 12 Dec 2011 08:15 AM Added by: teacher55 teacher55
	<a href="#">Kaltura Logo Lime</a> 12 Dec 2011 08:15 AM Added by: teacher55 teacher55 <a href="#">Hidden</a>
	<a href="#">Kaltura Logo Pink</a> 12 Dec 2011 08:15 AM Added by: teacher55 teacher55
	<a href="#">Kaltura Logo Black</a> 12 Dec 2011 08:15 AM Added by: teacher55 teacher55 <a href="#">Hidden</a>

Sort:   << < 1-4 of 4 > >> [ListView](#)



**Kaltura Logo Cyan** [\[Edit\]](#)  
00:00:04  
12 Dec 2011 08:15 AM  
Added by: teacher55 teacher55  
Description: Kaltura logo in a cyan background [\[Edit\]](#)  
Tags: kaltura, logo, cyan [\[Edit\]](#)  
View Access: ☒ Make this Item Public in Gallery  
Feature: ☐ Add to Gallery Module on course homepage  
Allow Embed: ☐ Display Embed Code

# My Media

My Media” is accessed from the My Institution tab.

Tools
<a href="#">Announcements</a>
<a href="#">Calendar</a>
<a href="#">Tasks</a>
<a href="#">My Grades</a>
<a href="#">Send Email</a>
<a href="#">User Directory</a>
<a href="#">Address Book</a>
<a href="#">Personal Information</a>
<a href="#">Goals</a>
<a href="#">My Media</a>


My Media allows users to view their media, add and edit media, and assign media to a specific course. Faculty may also contribute media to the Faculty Repository. .

## My Media

Add Media


Filter: All Media Search: All metadata  Go Refresh Clear Save Search

Sort: Newest First << < 1-7 of 7 > >> List View




Logo White  
01 Jul 2012 09:09 AM

00:00:04




Logo Pink  
01 Jul 2012 09:09 AM

00:00:04




Logo Lime  
01 Jul 2012 09:09 AM

00:00:04




Logo Cyan  
01 Jul 2012 09:09 AM

00:00:04




Logo Black  
01 Jul 2012 09:09 AM

00:00:04




Logo Yellow  
01 Jul 2012 09:09 AM

00:00:04



Sample Kaltura Animated Logo (Source) (4).flv

00:00:04



00:00:00 00:04

Logo White [\[Edit\]](#)  
00:00:04  
01 Jul 2012 09:09 AM  
Description: Kaltura logo in white [\[Edit\]](#)  
Tags: logo, kaltura [\[Edit\]](#)  
Appears in: Courses: Introduction to French (French\_01) [\[X\]](#)  
Clipping: ☐ Allow others to make clips of this video  

Delete Media Create Clip Contribute to Faculty Repository Add to Course Gallery

## My Media

The available actions are:

- Capture frame from video for new thumbnail display – use the camera icon in the player.
- Edit metadata- select Edit near the field you want to edit.
- Clipping - allow other users to make clips of this video . If allowed, other users that belong to courses that the video is assigned to can create clips from the video.
- Delete Media
- Create clip (if enabled)
- Add to Gallery - assign to course gallery. A list of courses associated with users is displayed, allowing them to add the media to the course gallery (multiple choices) and remove from the gallery. The availability of this action depends on the Building Block configuration.
- Contribute media to the Faculty Repository (only available for faculty members).

# Faculty Repository

The Faculty Repository is a central gallery where faculty can browse, search, watch and use media shared by other faculty members. Kaltura Administrators can populate the Faculty Repository with curriculum and library content.

## Contributing to the Faculty Repository

Faculty members can contribute media to the Faculty Repository for other faculty members to use. Finding the relevant media depends on how descriptive the metadata of the media is. There are additional metadata fields specific to the Faculty Repository to provide more information.



**NOTE:** Metadata fields are configurable and may be different than what is displayed in the examples included here.

### To contribute media to the Faculty Repository

1. In My Media select the media you want to contribute.
2. Click Contribute to Faculty Repository.

A window to add additional metadata is displayed.

**Logo Black > Add to Faculty Repository**  
*Step 1: Select field of study*

☐ Formal sciences
 

☐ Computer sciences
 ☐ Logic
 ☐ Mathematics
 ☐ Statistics
 ☐ Systems science

☐ Humanities
 

☐ Natural sciences
 

☐ Chemistry
 ☐ Earth sciences
 ☐ Life sciences
 ☐ Physics
 ☐ Space science

☐ Professions and Applied sciences
 

☐ Social sciences

3. Choose the field of study (or more than one) that the media is relevant to. You may browse the

taxonomy or search for suggestions in the search box.

4. Click "Next".

A screen to add additional data is displayed.

### Logo Black > Add to Faculty Repository

*Step 2: Fill out additional metadata*

*The more information you provide, the easier it'll be for other faculty members to find the most relevant media item.*

Suitable For	<input type="text" value="Undergraduates"/>
Presenter/Lecturer	<input type="text"/>
Media Language	<input type="text" value="English"/>
Year of Publication	<input type="text"/>
Contributor Comment	<input type="text"/>
<input type="checkbox"/> I accept the <a href="#">Terms of Use</a>	

[Back](#)[Contribute](#)[Cancel](#)

5. Fill in the additional metadata fields.
6. Click Accept the Terms of Use.
7. Click Contribute.

## Using the Faculty Repository

The Faculty Repository is a module accessed from the My Institution page.

### Faculty Repository

[Faculty Repository](#)



### To add the Faculty Repository module to My Institution page

1. Click Add Module.
2. Find the Faculty Repository in the list of modules.
3. Click Add.

## Faculty Repository

Filter All Media Search All metadata  Go Refresh Clear Filter by Field of Study

Sort: Newest First << < 1-11 of 11 > >> [List View](#)

Wildlife.wmv  
21 Jun 2012 02:48 AM  
Added by: Maria Gorodetski

HalfWhite Board  
19 Jun 2012 08:31 AM  
Added by: Unknown

Globality  
19 Jun 2012 01:08 AM  
Added by: Guest Instructor

Tech and Invention in Finance  
19 Jun 2012 01:08 AM  
Added by: Guest Instructor

Challenges for the FCC  
19 Jun 2012 01:08 AM  
Added by: Guest Instructor

The Art Institute in Chicago - Modern Wing  
19 Jun 2012 01:08 AM  
Added by: Guest Instructor

### Globality

00:11:45  
19 Jun 2012 01:08 AM

**Added by:** Guest Instructor

**Description:** Reviews how globality impacts competition

**Tags:** economics, globality, competition

[Add to a Course Gallery](#)

**Fields of study:** Social sciences>Economics

In the Faculty Repository you can search and browse media, view media and add the media to your course Gallery. Media from the Faculty Repository may also be added to other tools and content via the Mashup Tool. See Repurposing Media in other Tools and Content Areas via the Mashup Tool.

### To add media from the Faculty Repository to your course

1. Find the media item you want by searching and browsing.
2. Click the thumbnail or the name of the media to have it appear in the player area.
3. Click Add to a Course Gallery.
4. Choose the relevant course and click OK.

## Defining Faculty Repository Metadata

Faculty Repository metadata is used to facilitate searching and finding relevant media for the user. The faculty repository metadata is comprised of two types of metadata in Kaltura:

- Field of study – represented as a categories branch in Kaltura
- Additional textual fields – defined as a Custom Data Schema in Kaltura

Both types of metadata can be edited and redefined in the Kaltura Management Console (KMC). Kaltura administrators are encouraged to configure the metadata that suits the needs of their institution when enabling the Faculty Repository.

To define the Field of Study taxonomy, we recommend that you create categories in a tree structure as a child of the Faculty Repository Root category as defined in Faculty Repository Settings. For instructions on how to define categories see the [Kaltura Management Console User Manual](#).

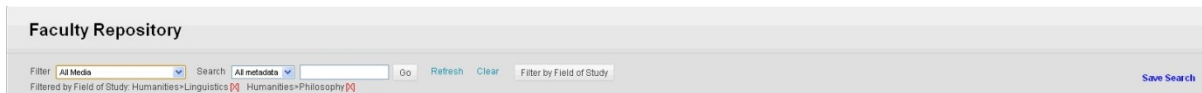
To define the additional text fields, create a schema and insert the name of it in the Faculty Repository Settings. For instructions on how to define custom data schema refer to [Kaltura Management Console User Manual](#). Each field type in the schema is represented in the Faculty Repository in the following way:

- Text field - represented as a text field
- Text Select List field with possible single value - represented as a dropdown
- Text Select List field with unlimited maximum number of values - represented as a multi-select box

Other types of fields are not supported in the Faculty Repository module and will not be represented.

## Searching Through Galleries

My Media, Course Gallery and Faculty Repository have a similar search UI that is comprised of a combination of filtering, searching and sorting. In addition, frequent search queries can be saved for future use.



Searching combines all types of search criteria. For example, if you are searching for the tag “test” in My Media on media that appears in course ‘Biology 101’, the search will return only results that are yours, have the tag “test” and appear in course Biology 101.



**NOTE:** There are some differences in the available filters between the different galleries, and the ability to filter by Field of Study is only available in the Faculty Repository.

## Saving Searches

Frequently used search queries can be saved and re-used. Searches are saved per user and per gallery.



### To save a search

1. In My Media, Course Gallery Faculty Repository, perform a search.
2. After you are satisfied with a search query, click Save Search.
3. Choose a name for the frequently used search and click Save.



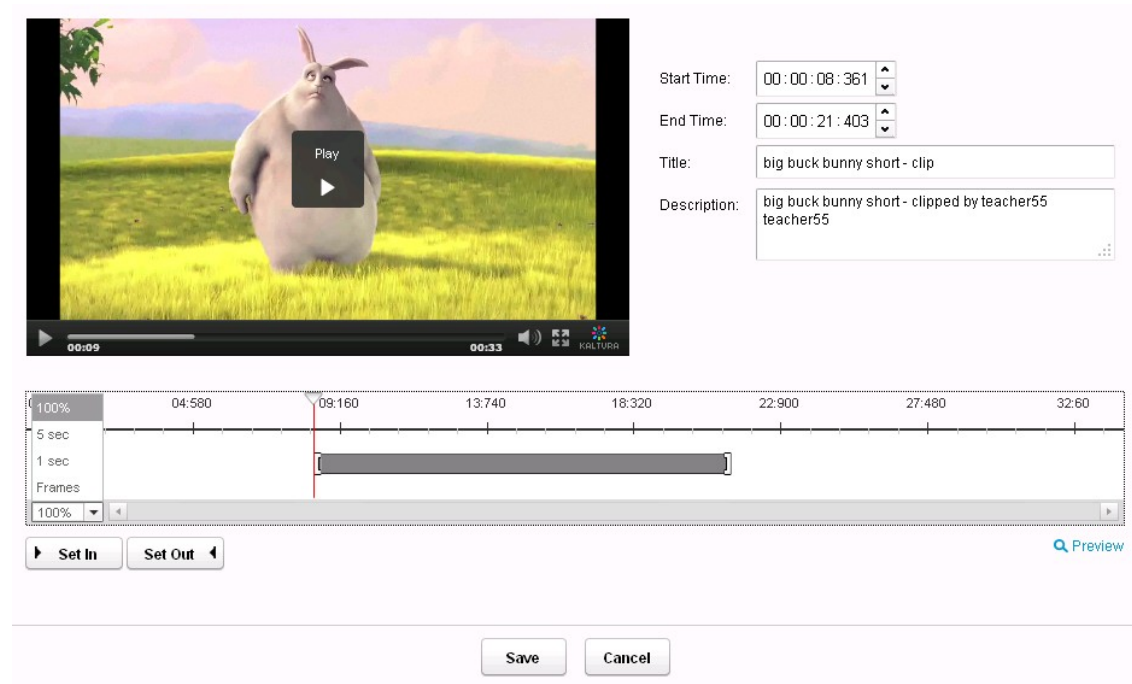
### To use a saved search

1. Select Saved Search from the Filter dropdown.
2. Select the saved search you want from the dropdown menu.
3. Click Go.



## Clipping Workflow

If you have the ability to create a clip from a video (depends on the following factors: Building Block configuration, video ownership, enrolment to courses and the video owner allowing it), the “Create Clip” button is available to open the Clipping Tool.



The new clip created is owned by the person who created it and is treated thereafter as any other standalone video. The clip appears in the owner's My Media, and can be assigned to courses, used via the Mashup tool or contributed to the Faculty Repository (if you are a faculty member).

### To create a clip from your media using the Clipping Tool

1. Go to My Institution > My Media.
2. Select a media item.
3. Click Create Clip.
4. To enable others to create clips from your media, check Allow others to make clips of this video in the Clipping field.

### To create a clip from other users content using the Clipping Tool

1. Go to Courses > Course Gallery.
2. Select a media item.
3. Click Create Clip.